



DEPARTMENT OF PUBLIC WORKS
CITY OF NEW ORLEANS
GROUND TRANSPORTATION BUREAU

TO: All Courtesy, Pedicab, Animal-Drawn Vehicle CPNC Holders
RE: 2022 Renewals of Certificates of Public Necessity and Convenience
DATE: Thursday, March 3, 2022

Please Read This Notice Carefully – The Renewal Process Has Changed

This notice is to inform you that your CPNC will be expiring on March 31, 2022, and must be renewed by April 30, 2022. The Ground Transportation Bureau (GTB) office is closed to the general public. All paperwork must be emailed to us at gtb@nola.gov.

Note: A CPNC will not be renewed if the currently associated vehicle has any outstanding fees, including parking or traffic camera fines. Tickets must be paid prior to renewal. To check online, go to <https://www.dspayments.com/neworleans> and search the license plate number.

If your vehicle is currently on a vehicle extension a CPNC renewal is still required. To do so, please submit all the required documents listed below except for the certificate of liability insurance, vehicle registration certificate, and line letter. Be advised vehicle extension requests shall not exceed a period of one year.

All applications must be submitted by April 30, 2022, to avoid penalties. The requirements and instructions to renew are below. If assistance is needed, you may contact us at (504) 658-7170 or email gtb@nola.gov.

Required Documents

- Completed, signed, dated, and notarized application (download at <https://www.nola.gov/gtb>)
- Louisiana identification photo ID or driver's license for each officer of the company.
- Current occupational license
- Registration certificate for each vehicle
- Certificate of liability insurance
- A "line letter" authorizing the vehicle(s) to operate under the associated transportation company

Renewing Process:

- Email all required documents to gtb@nola.gov. Please include the name of the CPNC holder in the subject line.
- All documents should be scanned and submitted in PDF format with the application. Please make sure the documents are clear and legible.
- We will contact you if any documents are missing or need to be revised.





DEPARTMENT OF PUBLIC WORKS
CITY OF NEW ORLEANS
GROUND TRANSPORTATION BUREAU

Fees & Payment

Once we have processed your renewal documents, we will email you an invoice for the renewal and inspection fee. Once you receive this invoice, you can pay online through our OneStopApp at <https://onestopapp.nola.gov> by searching the reference number located on the invoice.

You may also mail a check or money order to us at the address below. Please include the CPNC number on the check or money order and make it out to the City of New Orleans.

*City of New Orleans Ground Transportation Bureau
1300 Perdido Street, Suite 6W03
New Orleans, LA 70112*

Revocation Hearing

Any Courtesy, Pedicab, or Animal-Drawn CPNC applicant that does not complete the renewal process by **July 1, 2022**, will be suspended and a revocation hearing will be scheduled pursuant to City Code. If an associated vehicle(s) has not been in service for a period of 12 months, the CPNC is also subject to revocation.

Cordially,
GTB Management





CPNC Application Checklist:

Please Do Not submit your renewal application unless you have ***ALL*** the following Documents:

REQUIRED FORMS:

- ☐ A completed notarized application for each officer listed on the secretary of state.
- ☐ A valid Louisiana state-issued ID.
- ☐ A current year's Orleans Parish Occupational license.
- ☐ A "Good Standing" Secretary of state.

VEHICLE INFO:

- ☐ Current Registration
- ☐ Current Required Certificates of Insurance (No Cards)
- ☐ Current GTB inspection

PAYMENTS:

- ☐ **Online payments:**
<https://onestopapp.nola.gov/Search.aspx>
- ☐ **Mailed payments:** 1300 Perdido Street,
Suite 6 W03, New Orleans, LA 70112

TAXIS

- ☐ Company Line Letter (30 days)
- ☐ 9th Year ASE inspection.

LIMOS

- ☐ Proof of \$10,000 Fidelity Bond

NON-EMERGENCY

- ☐ Current Required Certificate of General Liability Insurance.



Date	_____
Tracking Number	_____

CPNC APPLICATION

NEW AND RENEWAL APPLICATION

PAGE 1 MUST BE COMPLETED SEPARATELY BY EACH OWNER OR OFFICER THE COMPANY.

Type of CPNC: Taxi Limo Non-Emergency Medical General Charter Courtesy School Bus
Accessible Taxi Animal Drawn Pedicab Sightseeing Charter Party Carrier

New Applications ONLY:

How many CPNC numbers are you applying for? _____ Is this a new CPNC company? Yes No

INDIVIDUAL INFORMATION Is this a new address? Yes No (If yes, proof of residency is required)

Name _____ Business Affiliation (If applicable) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Driver's License/State ID# _____ Expiration Date _____ Email Address _____

Country of Birth _____ City and State of Birth _____ Country of Citizenship _____

Yes No Are you authorized to work in the United States by the immigration laws or the US Attorney General?

List all previous addresses within the past ten years:

INTEREST DISCLOSURES AND/OR OFFICERS/MEMBERS

List the name, residence address, date of birth, and telephone number for any person who has a legal, beneficial, financial, or equitable interest as defined by law in the CPNC(s) to be issued or renewed. Definitions are listed below.

Financial Interest: A monetary interest or its equivalent. Any person having a financial interest in the CPNC. Example: A person who owns shares in the CPNC or any part of the CPNC or is in the process of buying the CPNC.

Beneficial Interest: Any person who manages, derives a profit, benefit or advantage resulting from a contract or agreement with the CPNC holder. Any person who benefits in some way through the CPNC holder.

Legal Interest: An interest arising out of a contract. Any person who has entered into a contract relating to the purchase of the CPNC (conditional sale) has a legal interest in the CPNC.

Equitable Interest: Abeneficiary in case of a CPNC holder's death or divorce. Spouses or other designated beneficiaries have an equitable interest in the license.

Full Name _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____ Phone _____

Full Name _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____ Phone _____

Full Name _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____ Phone _____

Full Name _____ Type of Interest _____

Residence Address _____

City _____ State _____ Zip _____ Phone _____



Date	_____
Tracking Number	_____

CPNC APPLICATION

NEW AND RENEWAL APPLICATION

PAGE 2 MUST BE COMPLETED IF THE CPNC HOLDER IS A COMPANY.

BUSINESS INFORMATION (when applicable)

All of the partners or the principal officers of the organization, and the person actually exercising the executive direction of the organization shall be required to submit applications individually. All of the provisions applicable to individuals shall apply to and be required of such principal partners or officers, and the failure of any of them to meet such requirements shall be grounds to deny the application of such corporation, association or partnership.

Business Name _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ City of New Orleans Occupational License # _____

EIN # _____ Email address _____

The City does not concede that a CPNC is a property right rather than a privilege. The City further does not concede that it is a best practice to allow CPNCs to be transferred during a period of suspension or revocation.

CHANGE DISCLOSURE (RENEWALS ONLY)

Have there been any changes of partners and/or principal officers since last year's renewal? Yes No N/A (new app)

If yes, when did these changes take place (month, day, year)? _____

If yes, what were these changes?

Were these changes reported to the Ground Transportation Bureau? Yes No

Did the new officers, partners, or other executive managing personnel submit an individual application to ensure that they possessed the qualifications required to hold a CPNC? Yes No

Has there been a change of equipment, or change of vehicle, on this CPNC? Yes No
If so, was a vehicle inspection completed? Yes No

Have you ever had any citations written against this CPNC? Yes No
If yes, please list citations, court hearings dates, etc.:



Date _____
Tracking Number _____

CPNC APPLICATION

NEW AND RENEWAL APPLICATION

PAGE 3 VEHICLE INFORMATION MUST BE COMPLETED FOR EACH CPNC. (RENEWALS ONLY)
ADDITIONAL COPIES OF PAGE 3 MAY BE INSERTED FOR HOLDERS OF MULTIPLE CPNCs.

VEHICLE INFORMATION

Vehicle Make _____ Vehicle Model _____ Year _____
 CPNC# _____ VIN _____ Service Line _____
 Insurance Company _____ Policy # _____

Taxicab CPNC Only

Which security camera system is installed in this vehicle?

VerifEye Technologies 24/7 Security
 Janus Cam

Which debit/credit card PIM System is installed in this vehicle?

Creative Mobile Technologies Verifone Transportation Systems
 Curb

Odometer Reading (mileage) _____

School Bus Only

Daily Backup

VEHICLE INFORMATION (use this space if you hold more than 1 CPNC)

Vehicle Make _____ Vehicle Model _____ Year _____
 CPNC# _____ VIN _____ Service Line _____
 Insurance Company _____ Policy # _____

Taxicab CPNC Only

Which security camera system is installed in this vehicle?

VerifEye Technologies 24/7 Security
 Janus Cam

Which debit/credit card PIM System is installed in this vehicle?

Creative Mobile Technologies Fhweet
 Taxi Magic/Ride Charge Verifone Transportation Systems

Odometer Reading (mileage) _____

VEHICLE INFORMATION (use this space if you hold more than 1 CPNC)

Vehicle Make _____ Vehicle Model _____ Year _____
 CPNC# _____ VIN _____ Service Line _____
 Insurance Company _____ Policy # _____

Taxicab CPNC Only

Which security camera system is installed in this vehicle?

VerifEye Technologies 24/7 Security
 Janus Cam

Which debit/credit card PIM System is installed in this vehicle?

Creative Mobile Technologies Fhweet
 Taxi Magic/Ride Charge Verifone Transportation Systems

Odometer Reading (mileage) _____

VEHICLE INFORMATION (use this space if you hold more than 1 CPNC)

Vehicle Make _____ Vehicle Model _____ Year _____
 CPNC# _____ VIN _____ Service Line _____
 Insurance Company _____ Policy # _____

Taxicab CPNC Only

Which security camera system is installed in this vehicle?

VerifEye Technologies 24/7 Security
 Janus Cam

Which debit/credit card PIM System is installed in this vehicle?

Creative Mobile Technologies Fhweet
 Taxi Magic/Ride Charge Verifone Transportation Systems

Odometer Reading (mileage) _____



Date _____

Tracking Number _____

CPNC APPLICATION

NEW AND RENEWAL APPLICATION

PAGE 4 MUST BE SIGNED AND NOTARIZED FOR EACH INDIVIDUAL INVOLVED AS A HOLDER

ACKNOWLEDGMENTS

I hereby authorize the City of New Orleans Ground Transportation Bureau to receive any criminal history, record, or information pertaining to me which may be in any national, state, or local criminal justice agencies in the United States of America, and understand that the Bureau reserves the right to deny this application based upon the misrepresentation, alteration, omission, incompleteness of material fact, or for any reason set forth in New Orleans City Code Sec 162-322. I agree to comply with all provisions and requirements of New Orleans City Code Chapter 162, should this application be approved. (Note: This authorization is valid for 365 days from the date of signature.)

Renewal applicants:

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED _____, who, being by me first duly sworn, deposes and says that he/she is the holder of the aforesaid CPNC number(s), and that said Certificate of Public Necessity and Convenience (CPNC) is current and valid, and in accordance with New Orleans City Code Chapter 162. The CPNC holder further stipulates that all information contained in this application is accurate and true.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Sworn and subscribed before me this _____ day of _____ 20 ____ .

Signature of Notary Public _____ Name of Notary Public _____

Personally known _____ or Identification Produced _____

Type of Identification Produced _____

My Commission Expires _____

